

## MEDSTEAD PARISH COUNCIL

### MINUTES OF THE MAINTENANCE COMMITTEE MEETING HELD ON 28<sup>th</sup> June 2017 AT MEDSTEAD VILLAGE HALL AT 6.00pm

#### **Present:**

Cllr's Ken Kercher, Cllr Peter Buckland, Cllr Jean Penny & Cllr Hans Taylor.

#### **Also present:**

Mr Peter Baston (Clerk).

#### **17.32 APPOINTMENT OF CHAIR**

**Action**

Councillor Ken Kercher was elected Chair being proposed by Cllr Buckland and seconded by Cllr Penny.

#### **17.33 OPEN SESSION**

- i. Cllr Penny mentioned that certain footpaths were becoming overgrown, notably numbers 14 & 16 and the Clerk was asked to get a contractor to address the situation prior to the appointment of a permanent day work contractor

**Clerk**

#### **17.34 APOLOGIES OF ABSENCE**

None.

#### **17.35 MINUTES**

- i. The minutes of the meeting held on 26<sup>th</sup> April 2017 having been previously circulated, **were agreed as a true record and were signed by the Chairman.**
- ii. No matters arising.

#### **17.36 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **17.37 COMMUNICATION / CORRESPONDENCE**

- i. **Sweeping of Green Footpath.** This would be undertaken once the day work contractor is appointed. The Clerk would speak with Four Marks for a possible contact for the position.
- ii. **Playground Cleaning.** Following an unsolicited approach by Iredell Services, the Clerk was asked to get a quote for undertaking the cleaning of the playground surfaces
- iii. **East Hampshire Cycling & Walking Strategy.** This item would be reviewed by the next Full Council meeting. Councillors were asked to send their comments to the Clerk in advance of that meeting.

**Clerk**

**Clerk**

**Maintenance  
Committee  
Councillors**

#### **17.38 FIVE ASH LAY BY**

The Clerk had approached Hampshire County Council (HCC) to see if they would fund and create a lay by who have suggested that the quotation received is too high and that their own contractors may be able to undertake the required work. The Committee decided that, rather than a lay-by, what was required was a 15m length of kerb at the edge of the carriageway with a paved area at the rear. The Clerk was asked to contact HCC to arrange a site meeting to agree the work required and to establish the estimated cost of having it done by an HCC contractor.

**Clerk**

#### **17.39 TERMS OF REFERENCE**

The Clerk had circulated some suggested amendments just prior to the meeting which had given councillors insufficient time to consider and this item would be tabled at the next Maintenance meeting.

**Maintenance  
Committee**

#### 17.40 PAVILION

i. **External Christmas Lighting.** Cllr Taylor reported that the contractor who originally installed the lights is willing to undertake any required repairs and had also advised that the lights should be taken down and re-hung prior to Christmas. Cllr Taylor would provide the contact details to the Clerk who would arrange to meet with the contractor.

Cllr Taylor / Clerk

ii. **Pavilion Door.** It was felt that the current door should be replaced and the Clerk was asked to get quotations for its replacement

Clerk

#### 17.41 VILLAGE DIRECTION SIGNAGE

The Clerk had provided quotes for a new sign to be erected near to the Village Pond. It was not clear from one quotation as to the overall cost and the Clerk was asked to contact that supplier to fully understand the cost. However, due to the high cost, the Clerk was further asked to contact HCC to see if they are able to provide and erect such signage.

Clerk

#### 17.42 APPOINTMENT OF FOOTPATH OFFICER

The existing footpath officer had decided to stand down from the position and the Clerk was asked to place an advertisement in the Medstead Times to try and attract a new volunteer for the position.

Clerk

#### 17.43 GREEN INFRASTRUCTURE

Following an earlier investigative walk by the Committee, Cllr Kercher had written the findings and it was agreed that there were several sections which would benefit from a hard surface being laid, notably parts of footpaths 14 & 17. In addition, kissing gates should be considered in possibly two locations. It was further agreed that Cllr Kercher and the Clerk would draft a letter to the owner of land alongside Roe Downs Road to see if he would be willing to allow the green infrastructure path inside his field boundary.

Clerk / Cllr Kercher

It was also agreed that Cllr Kercher and the Clerk would meet to agree the location, the number of signs and the lengths of footpaths where hard surfacing or other work would be desirable.

Clerk / Cllr Kercher

The Clerk would also prepare a paper to be tabled at the next Full Council meeting for their agreement to the exact proposals.

Clerk

#### 17.44 SMALL GRANTS SCHEME (Now Rural Communities Fund)

The Clerk was asked to contact the Rural Communities Fund to advise them that Medstead Parish Council would be making a bid for funds under the "Countryside Access" section.

Clerk

#### 17.45 PLAY EQUIPMENT 2017 REPORT

The Clerk had circulated the Report and it was agreed that he should take forward the recommendations highlighted with the exception of the signage which was felt not to be necessary.

Clerk

#### 17.46 CEMETERY

- i. **Memorial Renovation Works.** The Clerk confirmed that the contractor would be undertaking the work in early July. Cllr Buckland confirmed that he had re-marked the memorials to be repaired.
- ii. **Faculty Procedure.** The committee reviewed the recent faculty application procedure.

**17.47 VILLAGE GREEN**

- i. **Picnic Bench.** This had now been delivered and would be installed by Cllr Taylor shortly.
- ii. **Parking on the Green.** The Maintenance Committee noted that Council had agreed to the Green being used to park cars whose occupants are attending a funeral on the 6<sup>th</sup> July. Hampshire Police had been informed and the Clerk would be in attendance.

**Cllr Taylor**

**17.30 CONTRACT UPDATE**

- i. **Day Work Contract.** The draft tender documents were reviewed by Committee and the Clerk was asked to go ahead and advertise in the “Medstead Times”, the “Ox Drove” magazine, “Four Marks News” and the “Villager”.
- ii. **Cemetery / Churchyard.** Programme of works being carried out in line with contract. Cllr Buckland highlighted that a further area in St Andrew’s churchyard alongside Church Lane, required attention being overgrown and the Clerk was asked to obtain a quotation from the maintenance contractor for this work.
- iii. **Village Green Mowing.** Programme of works being carried out in line with contract. Cllr Taylor expressed concern that the mowing was being undertaken too frequently and in certain areas, was damaging the surface. Cllr Kercher stated that the cutting was in line with the contract. This would be monitored however.

**Clerk**

**Clerk**

**17.31 CURRENT & FUTURE PROJECTS**

- i. **2017/18 Projects.** The projects were reviewed by the Committee.
- ii. **Church Clock.** The PCC would be encouraged to apply to Full Council for consideration of a Grant and also to suggest that they also apply to EHDC for a further Grant.

**Clerk**

At the conclusion of the discussions the meeting was closed at 7.30pm.

Signed .....Chairman Date.....